CFP 2/4/8 ZONE FIRE ALARM CONTROL PANEL

user manual & log book

approved document no. DFU7001000 rev 3

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© 2002. Errors & Omissions Excepted. The Manufacturer of this product operates a policy of continuous improvement and reserves the right to alter product specifications at its discretion and without prior notice. All of the instructions covered in this manual have been carefully checked prior to publication. However, no responsibility can be accepted by the Manufacturer for any inaccuracies or for any misinterpretation of an instruction or guidance note by the User.

SAFETY

The fire alarm panel is safe to operate provided it has been installed in compliance with the manufacturers instructions and used in accordance with this manual.

Do not operate the fire alarm panel with its enclosure open. There is no need to open the enclosure except to carry out commissioning, maintenance and remedial work. This work must only be carried out by competent service personnel who are fully conversant with the contents of the separate engineering manual for this product and have the necessary skills for maintaining this equipment.

If the enclosure is damaged in any way, expert advice should be sought regarding its repair.

Regular servicing of the fire alarm system is highly recommended, preferably on a continuous maintenance contract and by a competent organisation. A full-itemised report of the installation should be obtained at least annually.

CE This product has been manufactured in conformance with the requirements of all applicable EU Council Directives.

FIRE ALARM SYSTEMS - AN OVERVIEW

The primary purpose of a fire alarm system is to provide an early warning of a fire so that people and animals can be evacuated and action taken to stop the fire as soon as possible - all according to a predetermined plan.

Alarms may be raised automatically, by smoke or heat detectors, or manually by a person operating a manual call point.

To ensure an alarm is dealt with in an orderly manner, it is important to know where the alarm is coming from. To aid this function, fire alarm systems are usually split into zones, each covering a different area of a building.

When an alarm has been raised, the fire alarm panel responds by indicating the zone in which the alarm has occurred and activating all relevant sounders, bells and other alarm outputs to provide a warning of the fire. Additional alarm outputs available on this fire alarm panel (which may or may not be used depending on the requirements of the site) are:-

- **A Remote Output:** this output is activated when the panel is in alarm and is returned to normal when the alarm sounders are silenced. It may be used to signal an alarm condition to other parts of the fire alarm system. If used, its function will be declared on the System Set-up Data Chart on page 13 of this user manual. This output may be disabled if required.
- **An Auxiliary Output:** this output is activated when the panel is in alarm and is returned to normal when the panel is reset. It may be used to signal an alarm condition to other parts of the fire alarm system. If used, its function will be declared on the System Set-up Data Chart on page 13 of this user manual. This output may be disabled if required.

The building's fire management plan should always be executed when the fire alarm panel goes into alarm. See user responsibilities section on page 5 for further details.

Fault monitoring

For obvious reasons, the reliability of the fire alarm system is paramount. To this end, the fire alarm panel continuously monitors all connections between detectors, manual call points and sounders and also checks its own power supply and back-up batteries for faults.

If a fault is detected anywhere on the system, the panel responds by illuminating one or more of the fault light(s) located on the front of its enclosure and sounding its internal fault buzzer. The panel's fault output is also activated, sending notification of the fault (if connected) to a remote manned monitoring centre or other electronic equipment, as required.

Delays

Certain zones on a fire alarm system can be prone to conditions that lead to frequent and unavoidable false alarms, a common example being a waiting room filled with cigarette smoke. In areas such as these, it may be acceptable to delay the activation of the alarm sounders and other outputs to give a responsible person time to investigate the cause of the alarm. If the cause is found to be a true fire hazard, the delay can be overridden. In the event of a false alarm, the panel can be reset. Should the delay period expire without any user intervention, the alarm sounders will automatically sound to evacuate the premises. To ascertain if any delays have been programmed into the panel, refer to the System Set-up Data Chart on page 13.

Disablements

In abnormal conditions, certain parts of the fire alarm system can be temporarily turned off (disabled) to suit prevailing conditions. For example, if there is a risk of a false alarm occurring in a zone, say from vehicle exhaust smoke in a loading bay, it is possible to disable that zone during the risk period, then enable it again afterwards. Another example is the disablement of outputs during a routine test or temporary fault.

Coincidence

The consequence of a false alarm on some fire alarm systems, particularly those connected to sprinkler or gas extinguishant systems, can be onerous. To help reduce the risk of a false alarm, certain zones on the system can be coupled together so that the alarm sounders and outputs only activate when there is a fire condition on both zones. The only way to tell if and how this feature has been utilised is to refer to the System Set-up Data Chart on page 13.

USER RESPONSIBILITIES

BS 5839: Pt 1: 1988 is the British Standard Code for the Design, Installation and Servicing of Fire Detection and Alarm Systems for Commercial Buildings. Section Four of the Code (User Responsibilities) states that the owner or person having control of the premises should appoint a responsible person to oversee the effective operation of the Fire Alarm System {clause 28.1}.

Highlighted below is a summary of the main functions the Responsible Person is expected to carry out. Please note, this summary does not replace Section Four of BS 5839: Pt 1: 1988 (copies of which are available at your local reference library or from the BSI). This summary is intended to help the User gain a greater understanding of his or her responsibilities with regard to the safe upkeep of the Fire Alarm System. The bracketed numbers {xx} identify the BS 5839: Pt 1: 1988 clauses to which the summary refers.

The responsible person must:

1 Ensure that all necessary work is carried out to guarantee the effective operation of the system, the maintenance of records and the servicing of the system {28.1.1}.

2 Devise procedures for dealing with fire alarms, faults, etc, for approval by the appropriate fire authority before implementation {28.1.2}.

3 Ensure all users of the system are trained in how to use the system properly and that all building occupants are aware of the action(s) to be taken in the event of a fire situation {28.1.3}.

4 Effectively communicate with building/security personnel to ensure that cleaning, maintenance or building work does not interfere with the functioning and reliability of the system {28.1.4}.

5 Ensure that the operation of the system is not hampered by obstacles, i.e., detectors and manual call points should be completely unobstructed {28.1.5}.

6 Ensure that record drawings and instructions are updated on a regular basis and are readily available for reference purposes {28.2.1}.

7 Keep a Log Book to record all relevant details relating to the operation of the system {28.2.2}.

8 Prevent false alarms by ensuring that:
(a) staff and visitors to the building are aware that a fire alarm system is in operation {28.4.1}.
(b) notices are displayed in all areas where detectors are sited {28.4.2}.
(c) contractors take appropriate precautions while working in protected areas {28.4.3}.
(d) precautions against dust and smoke are taken when temporary work is carried out in areas protected by smoke detectors {28.4.4}.
(e) the system is properly reinstated after temporary work has been completed {28.4.5}.

9 Ensure that the system is attended to regularly on a routine basis, i.e., that testing procedures are carried out, wiring is checked, etc {29.2}.

10 Ensure that the system is correctly serviced at Daily, Weekly, Quarterly, Annual and Five Yearly intervals {29.2} and also in special circumstances, i.e., following a fire, false alarm, etc (29.3).

We suggest the following tests are carried out on the fire alarm panel:-

Daily Inspection

- Check that the Supply Present indicator is lit.
- Report any faults to the designated site maintenance engineer.

Weekly Test (you may wish to <u>temporarily</u> disable the Remote Output during the following tests)

- Carry out an Indicator lamp test to check all Zone lights show and the beeper sounds.
- Operate a manual call point or smoke/heat detector to test the Fire Alarm.
- Check that the Alarm Sounders operate.
- Reset the System by pressing the Silence/Activate Sounders button and Control Panel Reset button.
- Verify that no call points or smoke/heat detectors are obstructed in any way.
- Test a different zone each week using a different call point or detector so all are tested in rotation.

Quarterly Test (to be carried out by authorised service personnel only)

- Check all previous log book entries and verify remedial action has been taken.
- Visually inspect the battery and its connections and check it is capable of supplying the alarm sounders.
- Operate a call point or smoke/heat detector in each zone to test the fire alarm as in the weekly test above.

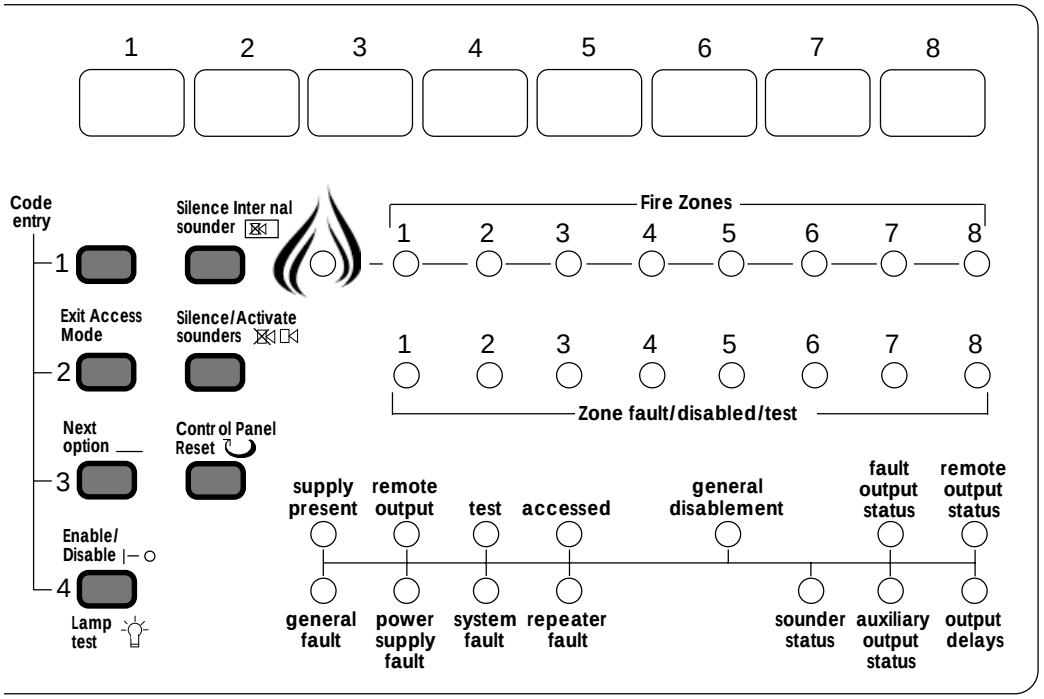
Annual Test (to be carried out by authorised service personnel only)

- As for the weekly and quarterly test but check every detector, call point, sounder and all auxiliary equipment for correct operation.

Every Five Years (to be carried out by authorised service personnel only)

- Carry out a complete wiring check in accordance with the testing and inspection requirements of the relevant National wiring regulations (in the UK this is the IEE Wiring Regulations).

PANEL LAYOUT / ACCESSING THE CONTROLS



Two levels of control are available to the User(s) of this fire alarm panel - General User and Authorised User.

1. General User Controls (access level one)

When the panel is in access level one, the indicator lights on the front of the enclosure give a comprehensive overview of the system's current status. Any fire and fault conditions are clearly displayed, disablements highlighted and the status of all outputs reported. For detailed descriptions of what each indicator means, please refer to the table on the opposite page.

The only functions that can be performed by the user when the panel is in access level one are:-

- Muting the panel's internal sounder by pressing the Silence Internal Sounder button;
- Overriding any delays which may have been programmed into the panel by pressing the Silence / Activate Sounders button (only applicable when the panel is in alarm); or
- Putting the panel into access level two (the Authorised User state) - see below.

2. Authorised User Controls (access level two)

To avoid unauthorised changes to critical parts of the fire alarm system, controls such as silencing the sounders, resetting an alarm condition and implementing disablements are only accessible via a secure method of entry which puts the panel into access level two.

To put the panel into access level two on the code entry version of the fire alarm panel:-

Enter the code **2 1 4 3** using the code entry buttons on the panel front. During the code entry sequence, the panel's Accessed light will pulse. If an incorrect sequence of numbers is entered, after four button presses the Accessed light will cease to pulse and you must enter the code again. When the correct code is entered, the Accessed light will be lit steady to show the user that the controls are operative. To leave access level two at any time, press the Exit Access Mode button.

To put the panel into access level two on the keyswitch version of the fire alarm panel:-
Turn the key to the **I** position (please note the key cannot be removed when in this position). When the key is in the **I** position, the Accessed light will be lit steady to show the user that the controls are operative. To leave the access level two, turn the key back to the **O** position

Details of how to use the Authorised User controls can be found on pages 8 to 11 of this User Manual.

What the Indicators mean

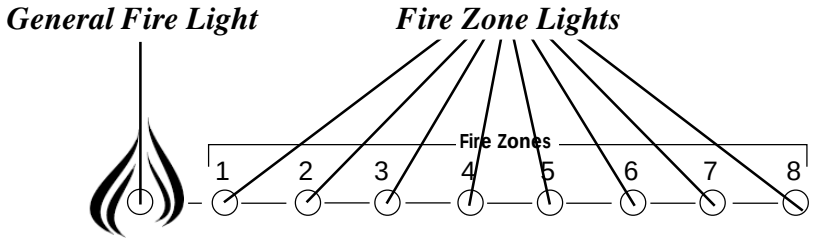
The table below summarises the various indicators available on the Fire Alarm Panel and what they mean in their various States. The final column highlights the page(s) you should turn to for further information.

INDICATOR	STATUS OF LIGHT	WHAT THIS MEANS	FURTHER READING
(General Fire)	Flashing Red	The Panel has detected a fire alarm condition or the Activate Sounders button has been pressed to evacuate the building	Page 8 (Fire Conditions)
	Steady Red	There is a silenced fire alarm condition on the system.	Page 8 (Fire Conditions)
Fire Zones 1 to 8 ◯–◯	Flashing Red	A fire alarm condition has been detected on the zones which are flashing	Page 8 (Fire Conditions)
	Steady Red	There is a silenced fire alarm condition on the zones which are lit steady	Page 8 (Fire Conditions)
Zone fault/disabled/test 1 to 8 ◯–◯	Flashing Yellow (in sync. with the gen. fault indicator	Faulty wiring has been detected on the zones which are flashing	Page 9 (Fault Conditions)
	Flashing Yellow (in sync. with the Test indicator)	The zones which are flashing are in test mode	
	Steady Yellow	The zones which are lit steady have been disabled	Page 10 (Disablements)
supply present	Steady Green	The panel is supplied with power	Page 4 (Overview)
remote output	Steady Red	The remote output has been activated	Page 4 (Overview)
test	Flashing Yellow	The panel is in test mode	
accessed	Flashing Yellow	The access code is in the process of being entered	Page 6 (Accessing the Controls)
	Steady Yellow	The panel is in access level two	Page 6 (Accessing the Controls)
general disablement	Flashing Yellow	The panel is in the disablement selection state	Page 10 (Disablements)
	Steady Yellow	Part of the system has been manually disabled and/or one or more of the fire zones have had a delay applied to them	Page 10 (Disablements) Page 12 (Notes on Delays)
fault output status	Flashing Yellow	Faulty wiring has been detected on the fault output's transmission path	Page 9 (Fault Conditions)
	Steady Yellow	The fault output has been disabled	Page 10 (Disablements)
remote output status	Flashing Yellow	Faulty wiring has been detected on the remote output's transmission path	Page 9 (Fault Conditions)
	Steady Yellow	The remote output has been disabled	Page 10 (Disablements)
general fault	Flashing Yellow	A fault has been detected on the system	Page 9 (Fault Conditions)
power supply fault	Flashing Yellow	The panel has detected a fault with its power supply, battery charger or back-up batteries	Page 9 (Fault Conditions)
system fault	Flashing Yellow	The panel has detected a microprocessor fault	Page 9 (Fault Conditions)
repeater fault	Flashing Yellow	The panel has detected a wiring/communication fault on the repeater network	Page 9 (Fault Conditions)
sounder status	Flashing Yellow	Faulty wiring has been detected on the panel's sounder circuits	Page 9 (Fault Conditions)
	Steady Yellow	The alarm sounders have been disabled	Page 10 (Disablements)
auxiliary output status	Steady Yellow	The panel's auxiliary output has been disabled	Page 10 (Disablements)
	Flashing Yellow	Faulty wiring has been detected on the auxiliary output's transmission path	Page 9 (Fault Conditions)
output delays	Steady Yellow	Delays have been programmed into the panel	Page 12 (Notes on Delays)
	Flashing Yellow	A delay is running	Page 12 (Notes on Delays)

Testing the Indicator Lights

To test the panel's indicator lights are working correctly, press the Lamp Test button when the panel is in the Accessed state. The panel's internal beeper will also sound when pressing the button to show it is working correctly.

FIRE CONDITIONS



When the fire alarm panel receives an alarm trigger from a detector or manual call point located in a zone that is not already in a fire state, it will:-

- Flash the general fire and appropriate fire zone light(s) on the front of its enclosure.
- Sound its internal sounder.
- Start the alarm sounders and outputs including, if enabled, the remote output (provided there are no delays applicable to the zone which is in alarm).

At this point the building's fire management plan should be executed.

Important Note: Zones which have been disabled cannot be triggered into an alarm condition (see page 10 for further information on disablements).

Silencing the alarm sounders

- The alarm sounders may be silenced by putting the panel into access level two and momentarily pressing the Silence / Activate Sounders button .

The alarm sounders and the panel's internal sounder will cease to sound and the light(s) for the zone(s) in alarm and the red general fire light will be lit steady. All other alarm outputs (i.e. the remote and auxiliary fire outputs) will remain asserted.

New zone In alarm

Should a new zone be triggered into alarm whilst the alarm sounders are silenced, the panel will:-

- Automatically reactivate the alarm sounders
- Flash the general fire and appropriate fire zone light(s) for any new zone(s) in alarm
- Keep the light(s) for the previous zone(s) in fire lit steady

Manually activating the alarm sounders (i.e to evacuate the building)

- Momentarily pressing the Silence / Activate Sounders button when the panel is in access level two (see page 6) will cause the alarm sounders to sound. Note: The panel's remote and auxiliary fire outputs will not be triggered when the building is manually evacuated in this way.

Pressing the Silence / Activate Sounders button again will silence the alarm sounders.

NB: If the sounders have been disabled, pressing the Silence/Activate Sounders button will have no effect.

Resetting the panel

- After the cause of the alarm has been investigated and cleared and the alarm sounders have been silenced, the panel can be reset by pressing the Control Panel Reset button .

The Panel will give a double beep to indicate the reset process has started and, after a few seconds, the zone fire and general fire lights will go out to indicate the process is complete. If there are still alarm triggers on any zone the panel will go back into alarm as before.

Exitting access level two

To exit access level two at any time, press the Exit Access Mode button (or, on the keywsitch version of the panel, turn the key back to the **O** position).

FAULT CONDITIONS

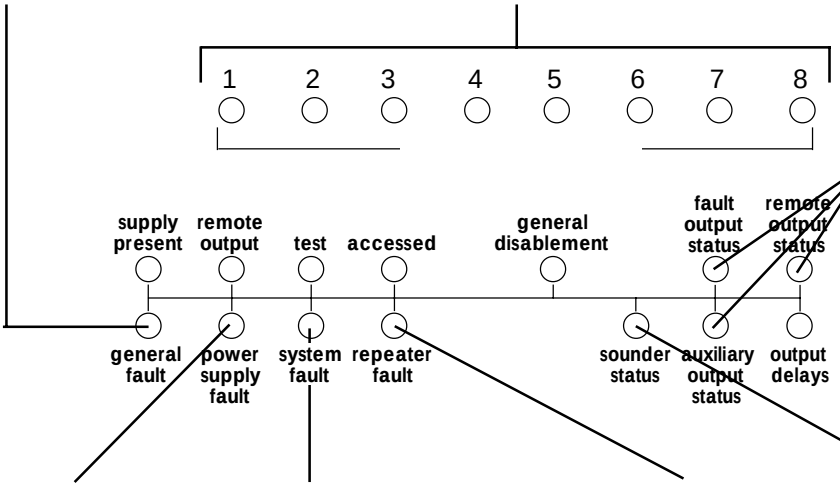
When a fault occurs on a critical part of the fire alarm system, the panel responds by activating its internal sounder and illuminating the general fault light and any other fault light(s) relating to the fault. The panel's fault output will also activate (provided it hasn't been disabled). The type of faults typically indicated at the fire alarm panel are described below:-

General Fault

The general fault light flashes when there is a fault on any part of the fire alarm system. It is always lit in tandem with at least one other fault light which conveys more precise information on the type of fault detected.

Zone Fault

The relevant zone fault light flashes when there is a wiring problem on a zone or a detector has been removed from its base. It should be noted that any alarms raised on the faulty zone(s) may not be recognised by the fire alarm panel until the fault condition has been cleared.



Fault Output, Remote Output or Auxiliary Output Fault

Flashes when a wiring fault has been detected on the lit output's transmission path.

Power Supply Fault

The power supply fault light flashes when the mains supply has failed, or the standby batteries or its charger are faulty.
If the mains supply fails, the panel will only operate for the standby period dictated by the size of the batteries fitted. If the batteries or charger fail at the same time as the Mains, the Panel will be inoperative.

System Fault

The system fault light flashes when the panel's microprocessor has reset, typically after excessive electrical interference, or if the contents of its memory have been corrupted. This fault can only be cleared by pressing the Control Panel Reset button ↻. If the fault re-occurs within two minutes, this is indicative of a corrupt memory and expert advice should be sought.

Repeater Fault

The repeater fault light flashes when the connection between a repeater panel (if fitted) and the master panel fails. Depending on where the fault has occurred, some or all of the repeaters may no longer operate correctly.

Sounder Fault

The Sounder Status light flashes when there is a wiring fault on the sounder circuits. Depending on where the fault has occurred, one or all of the alarm sounders may no longer be operative.

In the event of a fault condition

- Mute the panel's internal sounder by pressing the Silence Internal Sounder button ⌧ (The panel does not have to be in access level two to do this).
- Note the fault(s) down in the Log Book at the back of this manual and take appropriate action to correct it / them. See User Responsibilities section on page 5.

When a fault has been rectified the indicator light for that fault is automatically turned off. If all faults are cleared, the general fault light will go out, and the panel's internal sounder will be silent (if not already muted). If the fire alarm panel is reset any existing fault(s) will reappear as before and the silencing process will have to be repeated.

DISABLEMENTS

Certain fire alarm panel functions can be temporarily disabled (i.e. switched off) to suit prevailing conditions. For example, if there is a risk of a false alarm in a zone, say from vehicle exhaust smoke in a loading bay, it is possible for the user to disable that zone during the risk period and enable it again afterwards. Another example is the disablement of outputs during a routine test or temporary fault.

Following is a list of options that may be disabled by the user at the fire alarm panel and the effect their disablement will have on how the system works:-

OPTION	EFFECT ON SYSTEM WHEN DISABLED
Zone 1	Alarms and faults on zone 1 will not be processed
Zone 2	Alarms and faults on zone 2 will not be processed
Zone 3 (only available if fitted)	Alarms and faults on zone 3 will not be processed
Zone 4 (only available if fitted)	Alarms and faults on zone 4 will not be processed
Zone 5 (only available if fitted)	Alarms and faults on zone 5 will not be processed
Zone 6 (only available if fitted)	Alarms and faults on zone 6 will not be processed
Zone 7 (only available if fitted)	Alarms and faults on zone 7 will not be processed
Zone 8 (only available if fitted)	Alarms and faults on zone 8 will not be processed
Fault output	Faults will not be transmitted to any other equipment (if fitted)
Remote output	Alarms will not be transmitted to remote equipment (if fitted)
Sounders	The alarm sounders will not operate in a fire condition
Auxiliary output	Alarms will not be transmitted to local fire fighting equipment (if fitted)
Output delays (only available if delays have been programmed into the panel by an engineer)	If this option is available, please refer to page 12 for important information regarding delays before attempting to alter this function

To disable or enable any of the above options

Put the fire alarm panel into access level two (see page 6).

1. **Start the selection process by pressing the Next Option button — .**

   The general disablement light will flash and the fault light relating to the first option in the above table will flash to show it is selected.

   If the light flashes at a slower rate than the general disablement light, the option is enabled
   If the light flashes at the same rate as the general disablement light, the option is disabled

2. **If necessary, press the Enable/Disable button ⊢○ to toggle the selected option between disabled and enabled.**

3. **To confirm your choice, press the Next Option button — .**

   This will move the selection process on to the next available option in the above table and the fault light relating to this new option will flash to show it is selected.

   The previous option's fault light will now be lit steady to confirm it is disabled or switched off to confirm it is enabled.

4. **Repeat steps 2 & 3 for every available option until the selection process is complete.**

The disablement/enablement process is complete when all available options have been selected in turn and the Next Option button is pressed for the last time. At this point all disabled options will be lit steady and all enabled options will have their lights switched off.

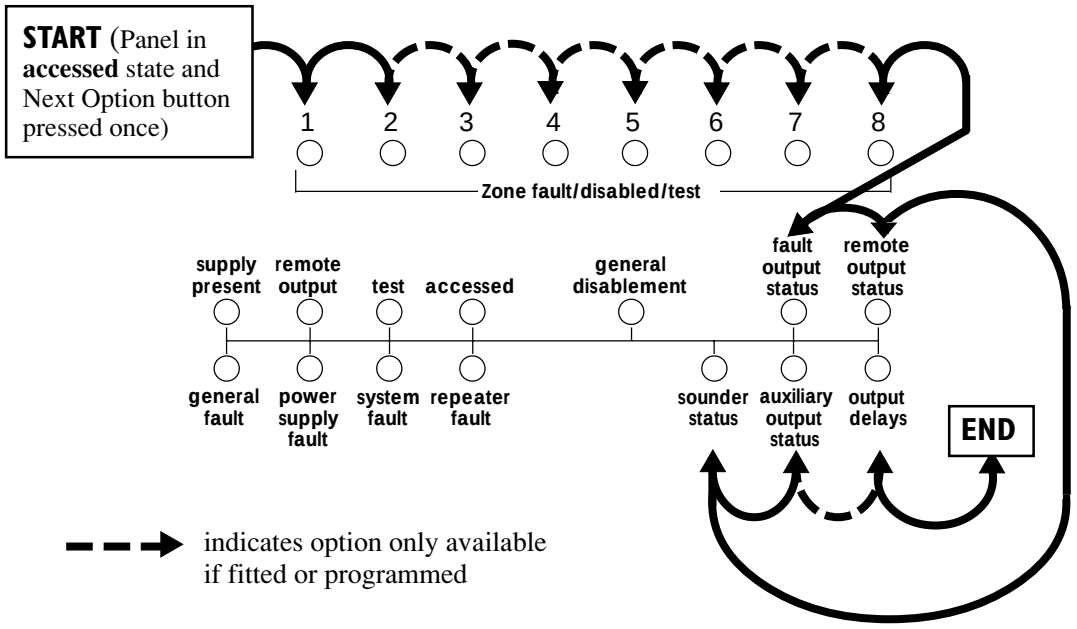
To save time, the selection process can be exited at any time by pressing the Exit Access Mode button (the only changes that will be saved will be those made prior to the last press of the Next Option button)

To avoid confusion, during the selection process any light in the table of options that was showing a fault Condition will have the fault indication turned off. After the selection process is complete, fault indication will be restored unless that option was disabled during the selection process.

Notes about disablements

(a) The option of disabling or enabling zones 3 & 4 and zones 5, 6, 7 & 8 is only available if these zones are fitted. If they are not fitted, the selection process will skip to the next available option.

(b) The option of disabling or enabling output delays is only available if delays have been programmed into the fire alarm panel by the installation engineer. If a delay has been programmed into the panel the output delays light will be lit when the panel is in the normal (i.e. non-accessed) state. **Important:** Please refer to the 'Notes on Delays' section on Page 12 before proceeding to make any changes to the way the delays function operates.



NOTES ON DELAYS

What is a delay?

A delay can be programmed into the fire alarm panel to postpone the activation of the alarm sounders and other outputs for a predetermined length of time. The delay period gives a responsible person time to investigate the cause of an alarm, usually in areas which are prone to false alarm (such as waiting rooms filled with smoke) before the building is evacuated. If the cause of the alarm is found to be a true fire hazard, the delay can be overridden and the alarm sounders activated immediately. Alternatively, in the case of a false alarm, the panel can be reset.

Delay options

One, some or all of the zones on the fire alarm panel can have a delay applied to them to suit the requirements of the site. The same delay period applies to all delayed zones and is adjustable to a maximum of 10 minutes. The programming of delays must only be carried out by competent service personnel who are advised to record all relevant delay data on the System Set-up Data Chart on page 13 of this user manual. Delays should only be used with the prior knowledge and consent of all relevant authorities i.e fire officer, building control, etc.

Delay indication

If delays have been programmed into the panel the Output Delays light and the general disablement light will be lit steadily. This means the immediate turning on of the alarm sounders and other outputs on one or more zones has been disabled. The only way to ascertain which zones have been programmed with a delay is to refer to the System Set-Up Data Chart on page 13.

What happens when there is a fire alarm condition on a delayed zone?

Should an alarm occur on a delayed zone, the panel will:-

- Flash its general fire and appropriate fire zone light(s)
- Sound its internal sounder
- Start the delay countdown sequence
- Indicate a delay is running by flashing its Output Delays light

How to override a delay in the event of a true fire alarm condition

- If, on investigation, the cause of the alarm on the delayed zone is found to be a true fire hazard, pressing the Silence / Activate Sounders button at any time will override the delay and activate the alarm sounders and outputs with immediate effect.

How to reset the system in the event of a false alarm

- If, on investigation, the cause of the alarm is found to be false, put the panel into access level two (see page 6) and press the Control Panel reset button .

How to turn the delays function on or off

Any delays that have been programmed into the panel can be turned on or off by putting the panel into access level two and following the disablement / enablement selection process as described on pages 10 and 11.

Selecting the Output Delays option and then pressing the Enable/Disable button so that the Output Delays light flashes in synchronisation with the general disablement light shows that the delays are on.

Pressing the Enable/Disable button again will make the Output Delays light flash slower than the general disablement light, showing that the delays are off.

Having chosen the desired setting, pressing the Next Option button will exit the disablement / enablement selection process . The Output Delays light will now be lit steadily with the general disablement light, showing that delays are on, or the Output Delays light will be off, showing that delays are off.

SYSTEM SET-UP DATA CHART

Important: This page should be carefully completed by an authorised engineer prior to system hand-over.

FIRE ZONE INFORMATION			
ZONE NUMBER	**ZONE DESCRIPTION** **A concise explanation of the rooms and areas contained in each Zone**	**DELAY APPLIED?**	**COINCIDENCE** *(tick if selected)*
1		Yes/No	❑
2		Yes/No	
3		Yes/No	❑
4		Yes/No	
5		Yes/No	❑
6		Yes/No	
7		Yes/No	❑
8		Yes/No	

LENGTH OF DELAY (1 TO 10 MINUTES) IF APPLICABLE	

OUTPUT ROUTING INFORMATION		
TYPE OF OUTPUT	**CONNECTED?**	**WHAT HAPPENS WHEN ACTIVATED?**
REMOTE OUTPUT	Yes/No	
AUXILIARY OUTPUT	Yes/No	
FAULT OUTPUT	Yes/No	
RESET OUTPUT	Yes/No	

ADDITIONAL INFORMATION
Any additional information the user needs to know should be entered in this box including repeater location, the routing of any additional outputs, details of any inputs utilised, etc.

THE INFORMATION ABOVE WAS COMPLETED BY (name) _____

OF (company) _____ ON (date) _____

NOTES ON COINCIDENCE: The following applies to all pairs of zones which are set up for coincidence. There must be alarms on both zones (i.e. zone 1 and zone 2) before the alarm sounders and outputs turn on. If only one of the zones (i.e. zone 1) goes into alarm, the panel indicates the alarm by illuminating the relevant indicator on the front of its enclosure and sounding its internal sounder, thus prompting the user to investigate. If found to be false, the alarm can be reset or, if found to be a true fire condition, the sounders can be manually activated by pressing the “Silence/Activate Sounders” button - as detailed on page 8.

FIRE ALARM LOG BOOK

This section of the user manual must be maintained by the responsible person(s) on site and must be available for inspection at all times. Every 'event' affecting the installation should be recorded including fire alarm conditions, failures, tests, temporary disconnections, disablements, enablements, dates of installing engineers visits together with a note of any outstanding work or conditions.

You are advised to make additional copies of the adjacent page so you can log future events when the Log Book within this Manual is full.

User:

Site Address:

Contract No:

Responsible Persons on Site:

FOR SERVICE:

Normal Hours (Mon to Fri) Tel:

Outside Normal Hours Tel:

Manned Centre Tel:

Manned Centre Code:

DATE	TIME	ZONE	BRIEF DETAILS OF EVENT	ACTION REQUIRED	COMPLETED	INITIALS

DATE	TIME	ZONE	BRIEF DETAILS OF EVENT	ACTION REQUIRED	COMPLETED	INITIALS

INSTALLATION & COMMISSIONING CERTIFICATE

Before this user manual is handed over to the relevant person(s) on site, the following certificate must be completed by the installation/commissioning engineer. The System Set-Up Data Chart should also be completed on Page 13 as should the relevant parts of the Log Book section on Page 14.

Certificate

OF INSTALLATION AND COMMISSIONING

This certificate confirms the installation and commissioning of a fire alarm system at:

Protected area: _____

Address: _____

_____

_____

❑ In accordance with BS5839: Part 1: 1988, subclause 26.2, the installation has been inspected for compliance with the recommendations of the code.

❑ In accordance with BS5839: Part 1: 1988, subclause 26.3, the insulation of cables and wires has been tested.

❑ In accordance with BS5839: Part 1: 1988, subclause 26.4, the earthing has been tested.

❑ In accordance with BS5839: Part 1: 1988, subclause 26.5, the entire system has been tested for satisfactory operation.

❑ In accordance with BS5839: Part 1: 1988, subclause 26.6, it is certified that the installation complies with the recommendations of the code, other than the following deviations:

_____

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My attention has been drawn to the recommendations of BS5839: Part 1: 1988 clause 29, relating to servicing the system. In accordance with BS5839: Part 1: 1988, subclause 26.1, I confirm that record drawings and the user manual/log book have been supplied and received by the following person (the recipient/user must complete their details here):

User's name: _____ User's job title: _____ Date: _____

For and on behalf of: _____ User's signature*: _____

* you are advised to ensure the relevant sections of pages 13 &14 are completed before signing this certificate.

Signed (Commissioning Engineer): _____ Date: _____

For and on behalf of: _____

The Installation / Commissioning Manual is situated at: _____